

ASSISTANT FACILITIES ENGINEER

GRADE: 13

FLSA: EXEMPT

CHARACTERISTICS OF CLASS:

The Assistant Facilities Engineer performs intermediate skilled work in the care, maintenance, and repair of all building and support equipment utilized in City buildings, recreation centers, and parks facilities. The work requires contacts within the Department, other departments, outside organizations and the public. It requires moderate physical effort often working with lightweight and occasionally heavy materials and machines in sometimes-difficult work positions and under somewhat disagreeable conditions. The incumbent performs work under general supervisory review with the work having moderate consequences on the customers served. May occasionally oversee the work of others.

EXPECTATIONS OF ALL CITY EMPLOYEES:

- Learn and demonstrate an understanding of City, department, division and team goals.
- Serve and meet the needs of customers during routine or emergency situations.
- Ability and willingness to work as part of a team, to demonstrate team skills and to perform a fair share of team responsibilities.
- Ability to assess his/her work performance or the work performance of the team.
- Plan and organize his/her work, time and resources, and if applicable that of subordinates.
- Contribute to the development of others and/or the working unit or overall organization.
- Produce desired work outcomes including quality, quantity and timeliness.
- Communicate effectively with peers, supervisors, subordinates and people to whom service is provided.
- Understand and value differences in employees and value input from others.
- Consistently report to work and work assignments prepared and on schedule.
- Consistently display a positive behavior with regard to work, willingly accept constructive criticism and be respectful of others.

EXAMPLES OF DUTIES:

- Assists the Facilities Engineer with, and performs a variety of duties including but not limited to those listed below.
- Performs preventative, corrective and routine maintenance, repair, and minor overhaul work on heating, ventilation, air conditioning (HVAC), refrigeration, minor electrical, plumbing, in all City buildings, facilities, parks and locations.
- Conducts tests and inspections of mechanical and electronic equipment.
- Monitors and maintains energy management systems in various City facilities.

- Prepares HVAC, refrigeration, and plumbing systems for winter and summer operations in City buildings and parks.
- Maintains system logs.
- Serves as an essential employee and is required to report for building, weather and other emergencies, as needed.
- Works with contractors on repair work.
- Maintains parts and tool inventory for routine and emergency repairs to a variety of equipment.
- Maintains preventive maintenance and repair records.
- Purchases parts for repair of equipment.
- Keeps all equipment in a neat, clean, and safe condition.
- Works with other supervisors to handle emergency and routine repairs.
- Assists the carpenters and other employees with projects and special event setups, as required.
- Maintains the inventory and storage of all parts, equipment, and tools needed for facilities maintenance and repair (e.g. filters, motors, controls, etc.)
- Acts as Facilities Engineer in the absence of the Facilities Engineer.
- Performs other work as required.

QUALIFICATIONS:

Required Training and Experience:

Any combination of training and experience substantially equivalent to graduation from high school and two years of equipment repair and maintenance experience, with an emphasis on control system repairs. Must have, or be able to obtain, approved basic HVAC and plumbing maintenance certificates within one year of employment. Possession of an appropriate driver's license, valid in the State of Maryland.

Preferred Knowledge, Skills and Abilities:

- Ability to interpret wiring and mechanical diagrams and perform work on these in a safe and effective manner.
- Working knowledge of basic electrical branch circuitry, with emphasis on multi-phase power supply to mechanical systems and motors.
- Working knowledge of electronic components and controls for HVAC, pumping systems, and other related mechanical equipment.
- Working knowledge of computer based control systems such as Metasys.
- Ability to read and interpret blueprints, technical reports, manuals, correspondence, and reports.
- Ability to diagnose, trouble-shoot, and locate defects in a wide variety of equipment.
- General knowledge of the operating principles of HVAC, controls, air handlers, minor electrical, plumbing, and related mechanical equipment.

- Ability to work well under pressure, handle emergency situations, and provide courteous service.
- Ability to record repairs and service operations of equipment, on a routine basis.
- Ability to organize work efficiently.
- Ability to maintain a safe work site and observe all safety practices.
- Ability to work well with all levels of management.